TREATMENT TEAM

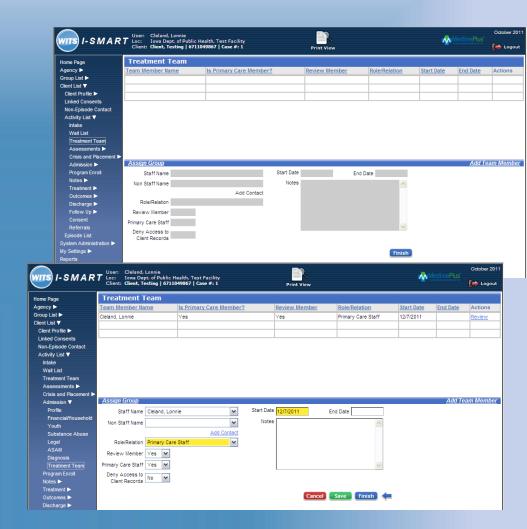




Treatment Team

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- 1. Getting here: Click on either the main menu item Tx Team or in Admission/Treatment Team. This screen allows you to record all the members of the treatment team. The treatment team may be composed of staff and non-staff persons.
 - **Note:** If you entered this information in the Admission module it will pre-populate here.
- When you enter this screen, the lower half is grayed-out. Click on the link for <u>Add Team Member</u> to add one treatment team member at a time.
- Select either a Staff or Non-staff Name, their Role/Relation, and Start Date.
- 4. Review Member: Indicates whether the team member is a member of the Treatment Review team. Any member of the Treatment Review team will have a signature line on the client's Treatment Plan.
- 5. Select Yes or No for the Primary Care Staff field to indicate if the person you are adding to the team is the client's primary staff member. Each client can have only one Primary Care Staff.
 Note: Selecting staff as Primary Care Staff allows the user to search for clients for whom a specific counselor is Primary Care Staff by using the search function on the Client Search screen.
- Select Yes or No for the **Deny Access to Client Records**. You should usually select No so that this member of the treatment team will be able to view the client's record.
- 7. Use the Add Team Member hyperlink to add additional members.







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- 8. Note: The drop-down list for non-staff member comes from the contact list setup in the Client Profile. If you do not see the name of the person you are trying to add to the team, you need to first add that person to Collateral Contacts.
- 9. Click on the link for <u>Add Contacts</u> which will take you to the <u>Collateral Contacts</u> screen. You can add the details there, save, and then come back here to add the person to the team.
- 10. To add a group of people to a client's treatment team at one time, click the <u>Assign Group</u> hyperlink. The groups were created in the Agency module.
- 11. Click the desired group from the Available Groups list and click the right pointing arrow to select the group. Then click Assign, this will add all of the individuals from the group to the Treatment Team.
- 12. Click Finish to return to the Activity List Screen.

